



# Micro-Grant Program Handbook

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**Funding for the Micro-Grant Program is provided by the  
Department of Children and Families (DCF)**

**The Micro-Grant Program is administered by Supporting Families Together Association.**

**To learn more, visit <http://dcf.wisconsin.gov/youngstar>.**

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**\*Note: Changes to policy and procedure are highlighted in yellow throughout.**

## Micro-grant Definitions

**Anniversary Date** means the date on which a program's YoungStar rating expires. This is the date by which a program has to reapply to YoungStar. Beginning in 2017, programs will have a biennial rating cycle.

**Bill.com** is the company selected to process reimbursement payments. All reimbursement checks will be sent by Bill.com.

**Case Management System (CMS)** is an online system created and managed by the Department of Children and Families which tracks YoungStar participation for all providers in the state of Wisconsin.

A grant's **Expiration Date** is one year from the first day of the YoungStar service year. The service year will begin when the *Mid-Year Services Form* is uploaded into CMS.

The **Location Number** is a 3-digit number that typically follows the Provider Number to indicate the unique geographic location of a particular site within a program.

The **Portal Ordering System** is a method for ordering materials in which a program, assisted by their Technical Consultant, places an order directly with one of the designated micro-grant vendors. Each order is forwarded by the vendor for approval of micro-grant staff before being processed.

The **Provider Number** is a 10-digit number assigned to programs by the Department of Children and Families.

A **Purchase Plan** is a form through which providers indicate the manner in which they would like to utilize micro-grant funds to support their quality improvement goals.

The **Quality Improvement Plan (QIP)** is used to document, implement and evaluate the quality of programming on an ongoing basis. This plan drives the choices made by the program regarding how micro-grant funds are utilized.

Programs are out of **Regulatory Compliance** when they receive notice from the Department of Children and Families that their license or certification has been revoked, denied, or suspended. For programs that are found to be out of regulatory compliance, the rating will be changed to a 1 Star, subsidy payments will stop, and they will lose their micro-grant eligibility. Programs will be notified of the change in rating and ineligibility for micro-grant by their local YoungStar office.

**Self-Assessment** is a manner of self-study through which providers evaluate the quality of programming on an ongoing basis.

**Service year** is a method of marking the annual period of time between ratings in which a program may request technical assistance in order to receive a micro-grant.

A **Technical Consultant** is a highly qualified professional with a combination of credit-based education and experience who assists child care programs in Wisconsin in meeting their quality improvement goals. YoungStar providers are assigned a Technical Consultant who will engage and partner with them in addressing areas to improve the quality of care they provide.

**The Registry** is the organization which maintains a career level system that recognizes the professional achievements of the early childhood care and education profession in Wisconsin. The Registry documents verified formal and informal education on individuals in the early care and education field.

**Vendor** refers to the company or companies from which items will be purchased.

## Overview

*This section is provided as a brief overview to the Micro-Grant Program. More detailed information is available throughout the remainder of this handbook. Please refer to the table of contents to locate a specific topic.*

The goal of the YoungStar Micro-Grant Program is to use grant funds to support the quality improvement plans developed by child care providers in collaboration with their Technical Consultants. Specifically, micro-grants are used by programs to implement their Quality Improvement Plan (QIP) as part of the YoungStar technical assistance process. Only programs that have actively participated in technical assistance are eligible for a micro-grant. Accredited programs are an exception, and may receive a micro-grant without technical assistance.

The amount of a micro-grant will be determined by the type of program participating. Grant use is limited to the policies established in this handbook. Funds may be utilized following one of three plans:

- Plan 1: Materials (micro-grant staff purchases)
- Plan 2: Reimbursement (for certain materials, professional development, services, etc.)
- Plan 3: Split (program would like both materials ordered by micro-grant staff and to purchase some things and go through reimbursement)

Additional information for the purchasing plans may be found on pages 18-19.

The Micro-Grant Program is administered by staff of the Supporting Families Together Association office in Madison. Completed documents will be submitted to the program's local YoungStar Office or Technical Consultant, who will then submit the documents to the Micro-Grant Program through the YoungStar Case Management System (CMS). Any additional materials or questions should be submitted to the program's Technical Consultant.

Micro-grant requests are processed in the order received. The micro-grant staff will notify the program when documents have been received and proceed with processing the grant request.

A program may receive one micro-grant **per service year**, as funding allows, if the program continues to meet all YoungStar and micro-grant guidelines and expectations as outlined by the policies of the Department of Children and Families and this handbook.

## Eligibility and Grant Amounts

### Eligibility

Every program that actively participates in technical consultation (or is accredited) is eligible to apply to receive a micro-grant if they complete a Quality Improvement Plan, a Self-Assessment, and a Purchase Plan, and have their purchases approved by a Technical Consultant and the micro-grant staff. These documents must be uploaded to CMS. **A program must complete 75% of their available consultation hours prior to being eligible for a micro-grant.**

Each participating location of a program is eligible to receive a micro-grant. Locations may not pool their funds to share purchases.

A program receiving technical assistance will no longer be eligible for a micro-grant if the program:

- Cancels more than ONE technical consultation visit without appropriate prior notification. This includes “no-show” visits.
- Cancels more than THREE technical consultation visits total (this includes cancellations with or without appropriate prior notification, and no-show visits).

If a program becomes ineligible for a micro-grant, the program is responsible for repaying any portion of the micro-grant that has already been expended. Local YoungStar offices should notify micro-grant staff if a program becomes ineligible due to the circumstances listed above.

Programs with a current YoungStar-recognized accreditation are an exception, and may receive a micro-grant without technical assistance. The accredited program must complete and submit a Self-Assessment, Quality Improvement Plan, and Purchase Plan to their local YoungStar Office. These documents must be uploaded to CMS.

***YoungStar-recognized accreditations:***

A current list of YoungStar-recognized accreditations, as well as the full YoungStar Accreditation Policy, may be found at: [http://dcf.wisconsin.gov/youngstar/pdf/policies/accreditation\\_policy.pdf](http://dcf.wisconsin.gov/youngstar/pdf/policies/accreditation_policy.pdf)

Programs are eligible for one micro-grant per regulated site **per service year**. Each individual site must be actively participating in technical assistance through YoungStar, or be accredited and requesting a micro-grant through their local YoungStar office.

**Grant Amounts**

\$1000 for a Licensed Group Child Care Program or School-Age Program

\$500 for a Licensed Family Child Care Program

\$250 for a Certified Family Child Care Program

\$200 for a Licensed Day Camp

The complete YoungStar Participation Policy may be found at:

[http://dcf.wisconsin.gov/youngstar/pdf/policies/participation\\_policy.pdf](http://dcf.wisconsin.gov/youngstar/pdf/policies/participation_policy.pdf)

## Documents

**Required for All Programs**

All programs must have the following three documents in CMS to receive a micro-grant:

1. A completed Self–Assessment (SA).
2. A completed Quality Improvement Plan (QIP) for the program site.
3. A completed Purchase Plan (pages 23-25) to indicate the program’s use of micro-grant dollars. All micro-grant purchases must match a goal on the program’s QIP.

## Other

Additional documents may be needed:

1. *Check Request* (pages 26-27) must be submitted with proof of payment and other supporting documentation for reimbursement.
2. *Electronic Device Waiver* (pages 28) must be submitted with any Purchase Plan requesting use of micro-grant funds for electronic devices.
3. *Construction or Renovation of the Premises, Installation or Renovation of Indoor and Outdoor Play Structures* (pages 30-31) must be submitted with any Purchase Plan requesting reimbursement for improvements to the physical environment (see pages 14-15 for additional details).
4. *Staff or Substitute Time Reimbursement Claim Form* (page 29) should be submitted with *Check Request* when program is asking for reimbursement of costs for staff time.

For additional details, review the *Purchasing Policy* section on page 6.

### Due Dates

Programs must submit their Purchase Plan for the full amount of their grant to their Technical Consultant **on or before the date of their final consulting visit**. Technical Consultants will need to upload the Purchase Plan into CMS within one week of receiving it from the program.

The *Materials List* is due at the time the Purchase Plan is uploaded, if the program is requesting use of micro-grant funds for materials. The *Check Request* and all supporting documentation for reimbursement are due 30 days before the grant expiration date.

**If the Purchase Plan is not submitted on or before the final consulting visit, the micro-grant may be forfeited, and the program will not be eligible again until the next YoungStar service year.** In this case, programs need to complete and sign the *Acknowledgement of Grant Forfeiture* form.

### Purchasing Policy

**All requested purchases must match a goal or key objective on a program's Quality Improvement Plan.** Purchases that do not match goals on a QIP will not be approved. The YoungStar Micro-Grant Program recognizes that there many choices that could support quality improvement; however, only approved items may be purchased with grant funds.

Micro-grant funds may be used for the purchase of new materials only; no used or repaired items will be funded through micro-grants. An exception may be made in the case of refurbished computers, if the purchase is made through a business that specializes in such repairs.

All purchases made with micro-grant funds must meet regulatory standards.

## Approved Purchases

- Child Materials
- Provider/Professional Resources
- Curriculum
- Assessments
- Professional Development
  - Training
  - Workshops
  - Credit-Based Education
  - Conference Attendance Fees
- Registry Certificates
- Accreditation Fees
- Improvements to the Physical Environment
- Additional Technical Assistance
- Staff Time/Substitute Time
- Other purchases approved by the Technical Consultant and/or micro-grant staff

### Child Materials

Any purchases that will primarily be used by children, to store children's materials, or to transport children are categorized as **Child Materials**. Examples: dolls, blocks, puzzles, books, small manipulatives, outdoor play materials, sensory materials, storage or shelving for children's toys, child furniture, strollers, etc.

To maximize the impact of grant funds, orders for child materials are made through the five designated micro-grant vendors. These vendors have offered the best deals on discounts and shipping costs to providers participating in the YoungStar program. The designated vendors are:

<b>Discount School Supply</b>	<a href="http://discountschoolsupply.com">discountschoolsupply.com</a>
<b>Environments</b>	<a href="http://environments.com">environments.com</a>
<b>Lakeshore Learning</b>	<a href="http://lakeshorelearning.com">lakeshorelearning.com</a>
<b>Kaplan</b>	<a href="http://kaplanco.com">kaplanco.com</a>
<b>School Specialty</b>	<a href="http://EarlyChildhoodDirect.com">EarlyChildhoodDirect.com</a> or <a href="http://schoolspecialty.com">schoolspecialty.com</a>
<b>-Childcraft</b>	<a href="http://Childcraft.com">Childcraft.com</a>
<b>-Abilitations</b>	<a href="http://Abilitations.com">Abilitations.com</a>
<b>-Sax Arts &amp; Crafts</b>	<a href="http://SaxArts.com">SaxArts.com</a>
<b>-SportTime</b>	<a href="http://Sporttime.com">Sporttime.com</a>

There are exceptions in which a provider can request child materials from a vendor not on the designated vendor list above:

1. **"Big Ticket Items"** with an individual item list price of \$200 or more can be purchased at other vendors. Each item ordered from the vendor must be over \$200. Programs cannot order a \$200 item and add smaller items to the order.
2. **Montessori or Waldorf Curriculum Materials:** If the Technical Consultant has verified that the



program uses only a Montessori or Waldorf Curriculum, items may be chosen from vendors that specialize in Montessori or Waldorf children's materials.

3. **Materials in languages other than English:** Items may be chosen from vendors that specialize in children's materials in another language.
4. **Child materials for children with special needs:** Items may be chosen from vendors that specialize in materials for children with special needs or child materials needed to support special needs of the provider.
5. **Child materials for implementing outdoor gardens and natural spaces.**

Programs are encouraged to consider purchases that will affect long-term quality improvement. Programs should focus on the purchase of durable, long-lasting materials. However, up to 10% of grant total may be spent on consumables such as crayons, paper, or paint.

There are limits to the number of vendors a program can use:

- Day Camp Program \$200: Program may use only one vendor.
- Certified Family Program \$250: Program may use up to two vendors.
- Licensed Family Program \$500: Program may use up to two vendors.
- Group or School-Age Program \$1000: Program may use up to three vendors.

If you would like to request an exception for materials unavailable through one of the designated vendors, and you do not meet the exception criteria above, requests for approval can be made through the Purchase Plan, in the *Plan 1: Materials* section. Programs should only request exception approval for items not available through one of the designated vendors.

**Portal orders are often useful if a provider or program plans to order only child materials with the grant.** If a provider or program can answer YES to these three questions below the grant can be spent via the Portal Ordering System (full explanation on page 19) and the whole process expedited:

- 1) Is the plan to spend the full grant amount at **only one** of the **designated vendors**?
- 2) Does this provider have a **valid email** address that is checked regularly?
- 3) Will **all** the **grant funds be spent** in a single order (no funds set aside for a later purchase or training)?

Portal orders are placed in collaboration with the Technical Consultant. Programs should not attempt to place these orders on their own behalf.

## Provider/Professional Resources

Any purchase that will primarily be used by providers or to store provider resources, break-room furniture, desks or chairs for adults, books on teaching strategies, activity books, curriculum and assessment tools, memberships in professional organizations, computer hardware or software is categorized as **Provider/Professional Resources**. This category also includes materials needed to support special needs of the provider.



Micro-grant staff are able to make many of these purchases on behalf of the provider for items categorized as **Provider/Professional Resources**.

The designated vendors offer a wide range of materials for the teachers and staff in a child care program, but it is important to note that **Provider/Professional Resources materials may be purchased at any vendor**. Additionally, the following vendors have committed to offering the following discounts for participating YoungStar providers and programs:

- Redleaf Press offers providers a 15% discount.
- Childcraft offers the price structure outlined in the Net Price catalog.

Some items may be purchased by the program, and documentation submitted for reimbursement:

- Curriculum, screening, and assessment tools
- Computer hardware and software (**Electronic Device Waiver required**).

Some items must be purchased by the program, and documentation submitted for reimbursement:

- KidCare and Procare software
- Memberships in professional organizations
- Other approved purchases where the **total cost exceeds the grant amount**

Computers, laptops, and tablets may be purchased with micro-grant funds as teacher resources or as classroom resources if the adult is the primary user of the item. This means that micro-grant funds may not be used to purchase these types of electronic devices for children as the primary user.

If a program chooses to use their micro-grant to purchase computers or laptops, programs will need to sign a waiver to indicate that the purchase will only be used for legal business purposes. The waiver form is located on page 28 in the back of this handbook.

Purchases from membership-based vendors (e.g., Sam's Club, Costco) need to go through the reimbursement process, as the Micro-Grant Program does not have a membership with these organizations.

### Overage Policy

If the cost of shipping or a large item list price causes the total to go over the grant amount, the purchase may be approved for a "grace overage", up to \$5 over the grant amount. Every reasonable effort should be made to avoid this overage, including the removal of small ticket items. Programs should not attempt to use this overage to add small items to the order.

### Plan 1: Materials Purchase Plan Tips

Use this portion of the Purchase Plan to request that child materials or provider/professional resources be ordered by micro-grant staff on behalf of the program.

### **General suggestions:**

- Write clearly so that the Purchase Plan can be understood. Completing it on a computer, if possible, makes a Purchase Plan much easier to read than a handwritten one.
- Make sure the Program Name, Provider Number, and Location Number are on all documents. Many programs share similar names, so it is the unique combination of Provider Number and Location Number that helps identify the program.
- Be specific. Add as much detail as possible to ensure plans are clearly understood. This will expedite the approval process.
- Complete the *Additional/Back-up Items* section to ensure that program's funds are maximized.
- Double check the Purchase Plans before submitting.

### **Expert Tips:**

- Do not cross off items. If items need to be removed from the Purchase Plan, please use correction fluid/tape. It is hard to tell what may be a crossed out item versus marks that were created by a machine during scanning or faxing.
- Mistakes made on the Purchase Plan can result in programs getting materials in error. Specialists are not always able to call a program to verify each item before an order is placed.
- Costs in catalogs, flyers, or on websites may not be an accurate reflection of the true cost. Prices are set at the discretion of the vendor and may vary.
- If using a catalog, make sure it is from the current calendar year.
- Items that are put on a Purchase Plan may no longer be available, or may be out of stock or on back order at the time of processing. For this reason, the *Additional/Back-up Items* section should be completed to provide replacement options that will enable the order to be completed more quickly.
- Read all product descriptions closely to make sure materials meet expectations.
- Returns and exchanges will take time and are often complicated. Programs will be responsible for any fees associated with returns due to errors made on a Purchase Plan or a change of preference.
- If items are available in different colors or sizes, make sure to include preferences.

If a program chooses to purchase items at their own cost before the micro-grant staff are able to process the request, micro-grant staff should be contacted to change the Purchase Plan. Otherwise, the program may receive duplicates of items.

## Curriculum

**Curricula** can be purchased to supplement the learning environment. Examples include *Creative Curriculum*, *High Scope*, et cetera. While micro-grant staff can order these materials on their behalf, programs are encouraged to purchase directly from vendors and go through reimbursement to ensure that the best choice for the program is purchased.

In cases where a subscription is required, micro-grant staff will not be able to order the materials on behalf of the program. The program will need to purchase the materials and go through reimbursement. In this situation, micro-grant funds may only be used for the initial, first-year subscription. During subsequent years, programs will need to include the ongoing subscription as a part of their operating budget, and micro-grant funds may not be used.

Visit this website for guidance when choosing a high-quality curriculum for children.

<http://www.collaboratingpartners.com/documents/GuidelinesforselectingHighQualityCurriculumforYoungChildren.pdf>

Proof of payment must be supplied by a **formal receipt that indicates “Paid.”** This should include the vendor name, the date of the transaction, what the transaction was for, and the amount paid. Handwritten items cannot be accepted.

## Assessments

**Assessments** can be purchased to support the quality improvement goals of the child care program. While micro-grant staff are able to purchase these items on their behalf, programs are encouraged to purchase directly from vendors and go through reimbursement to ensure that the best choice for the program is purchased.

In cases where a subscription is required, micro-grant staff will not be able to order the materials on behalf of the program. The program will need to purchase the materials and go through reimbursement. In this situation, micro-grant funds may only be used for the initial, first-year subscription. During subsequent years, programs will need to include the ongoing subscription as a part of their operating budget, and micro-grant funds may not be used.

Examples of assessments:

Child: *Creative Curriculum*, *High Scope*, *Portage Guide 3*. Other assessment resources available at: <http://www.collaboratingpartners.com/curriculum-assessment-resources.php>

Program: *Environment Rating Scales* (ECERS, FCCRS-R, ITERS, SACERS), *Program Administration Scale* (for Group Programs) *Business Administration Scale* (for Family Child Care Programs)

Proof of payment must be supplied by a **formal receipt that indicates “Paid.”** This should include the vendor name, the date of the transaction, what the transaction was for, and the amount paid. Handwritten items cannot be accepted.

## Professional Development

Staff trainings, workshops, conferences, and credit-based education are categorized as **Professional Development**, which can be instrumental in the continuous quality improvement of child care programs.

### Training and Credit-Based Education

A provider is responsible for researching, registering and paying for any professional development, whether it is training or credit-based education. Only fully attended trainings and successfully completed credit-based education (with a grade of C- or higher) can be considered an approved purchase for micro-grant reimbursement.

Training must be training that is approved by the Registry's Professional Development Approval System (PDAS), and goes above and beyond minimum licensing requirements (i.e., CPR, SBS, SIDS, and other required health and safety courses will not be approved for micro-grant reimbursement). Training must be Tiered. **Exceptions will be made only in the case of the following trainings:**

- *Breastfeeding Friendly Child Care* trainings
- *Tom Copeland Business Practices* trainings
- *Healthy Bites* modules
- *Dual Language Learner* trainings

All credit-based education is eligible for reimbursement if submitted as part of a program's micro-grant, regardless of licensing requirement. For example, if a program chooses to send a staff member to a 3-credit child development course to meet the broad-based requirement for licensing, that would be eligible for reimbursement because it is for credit. However, if the program sends the staff member to a non-credit "Introduction to the Child Care Profession," it would not be eligible for reimbursement.

All **Professional Development** fees/costs will be processed as reimbursements to the participating program. If a staff member made the original purchase, the program will be responsible for distributing funds to the appropriate parties. Micro-grant funds can only be applied to coursework and costs that are incurred within the YoungStar service year. It cannot be applied to outstanding balances or costs of failed courses.

The following two types of documentation will need to be submitted to the Micro-Grant Program for reimbursement of professional development costs to occur:

1. **Proof of payment.** This can be supplied by one of the following:

• **A formal receipt provided by the business that indicates "Paid."** This should include who the receipt is from, the date of the transaction, what the transaction was for, and the amount paid. Handwritten items cannot be accepted.

**OR**

• **A copy of the front AND back of a processed check.** This will show who the check was written to, and that the check was cashed by a bank. This is often available online from your bank.

**2. Proof of attendance or completion.** This can be supplied by one of the following:

- Certificates of attendance for each staff member who attended the training.

**OR**

- The six-digit Registry Event ID number for the training. Micro-Grant staff members have access to Registry rosters to confirm attendance.

**OR**

- A grade report or transcript. (required for credit-based education)

These documents, as well as any other additional information, should be submitted with the *Check Request* form to the Technical Consultant, or sent to the Micro-Grant Program at:

**Email:** [microgrants@supportingfamiliesaltogether.org](mailto:microgrants@supportingfamiliesaltogether.org)

**Mail:** YoungStar Micro-Grant Program

Supporting Families Together Association

700 Rayovac Drive, Suite 6, Madison WI 53711

**FAX:** 608-441-5399

These documents should not be uploaded to CMS.

## Registry Certificates

Registry Certificates will need to be purchased by the provider/program and go through the reimbursement process. Application should be made online at <https://www.the-registry.org> in order to reduce cost.

The program will need to provide proof of payment for the reimbursement to be processed. This can be supplied by a **formal receipt provided by The Registry that indicates “Paid.”** This should include The Registry name, the date of the transaction, what the transaction was for, and the amount paid. Handwritten items cannot be accepted.

## Accreditation Fees

Micro-grant staff will reimburse programs for fees expended to pursue **Accreditation** by a YoungStar-recognized accrediting body. This may include expenses such as a one-time start-up of liability insurance in pursuit of accreditation, as long as each expense is not also a minimum licensing requirement. (Note: Micro-grant funds would only be approved for such use the first year. In subsequent years, the program would need to include the ongoing expense in the operating budget, and micro-grant funds could not be utilized for this purpose.) A current list of YoungStar-recognized accrediting bodies may be found at: [http://dcf.wisconsin.gov/youngstar/pdf/policies/accreditation\\_policy.pdf](http://dcf.wisconsin.gov/youngstar/pdf/policies/accreditation_policy.pdf)

Proof of payment must be supplied by a **formal receipt that indicates “Paid.”** This should include the vendor name, the date of the transaction, what the transaction was for, and the amount paid. Handwritten items cannot be accepted.

## Additional Technical Assistance

The Micro-Grant Program will reimburse programs for costs to purchase additional technical assistance. The program must describe the plan for additional technical assistance in the Purchase Plan.

**Proof of payment** must be supplied by one of the following:

• **A formal receipt provided by the business that indicates “Paid.”** This should include the name of the consulting agency, the name and credentials of the consultant, the date of the transaction, what the transaction was for, and the amount paid. Handwritten items cannot be accepted.

**OR**

• **A copy of the front AND back of a processed check.** This will show who the check was written to, and that the check was cashed by a bank. This is often available online from your bank.

## Staff / Substitute Time

**Staff or substitute time** is a reimbursable expense, if the time is being used as part of a quality improvement goal. The program will be reimbursed according to the staff member's usual rate of pay, up to \$12.50 per hour. Reimbursement will be made to the program, not the individual staff member. The program will need to demonstrate that the staff member was paid for the time before reimbursement will occur.

**The following two types of documentation must be provided for reimbursement to occur:**

1. The provider and individual staff members should document the hours, and all staff should sign the document to verify the information is accurate. A timesheet is available from the micro-grant staff to use for this purpose, and can be requested at any time.
2. Copies of pay stubs will need to be submitted to demonstrate the program paid staff for the time before reimbursement will occur.

## Improvements to the Physical Environment

Any purchases that change the physical space (indoor & outside environment) are categorized as **Improvements to the Physical Environment**. The Micro-Grant Program will reimburse the provider/program for costs associated with improvements to the physical environment.

**The provider assumes all responsibility for proper installation or construction. The provider must ensure any work meets Child Care Regulatory Standards, and meets building and zoning regulations, and must notify their licensor or certifier before the work takes place.** Programs must complete *Construction or Renovation of the Premises, Installation or Renovation of Indoor and Outdoor Play Structures* form and submit with Purchase Plan. This form is found on page 31.

Micro-grant funds may not be used to cover purchases required to meet minimum licensing requirements. Improvements to the physical environment will be approved for first-time installations only. Anything that requires replacement or repair as part of the wear and tear of its natural life will not be covered by grant funds.

Examples include but are not limited to:

- Wood chips: can be purchased the *first time* they are put down at a facility. Grant funds *cannot* be used to replenish the wood chips purchased in previous years.
- Carpeting: Initial installation of carpeting can be considered an allowable purchase. Replacement or repair of carpeting is not considered an allowable expense.
- Plumbing: Initial installation of sinks and toilets can be considered an allowable purchase. However, replacement or repair of these items would not be considered an allowable micro-grant expense.

Additionally, micro-grants cannot be used for general maintenance of the child care facility; purchases should supplement current program expenditures rather than cover basic operating costs. For example, micro-grants cannot be used to pay rent or utility bills, or for painting walls or replacing ceiling tiles.

Reimbursements will cover improvements to the physical environment in the following ways:

1. If the program hires a professional, licensed contractor (e.g., builder, plumber, electrician) to perform the work, the micro-grant may be used for the cost of labor and materials, up to the grant amount.
2. If the program elects not to hire a professional, licensed contractor to do the work, the micro-grant may be used only for the cost of materials, up to the grant amount.

Programs will only be reimbursed up to the amount of their grant – any additional cost will be the responsibility of the program. Proof of payment must be submitted before the reimbursement will be processed.

**Providers should always get permission from their Technical Consultant and micro-grant staff before making any purchases. Reimbursement is not guaranteed if approval was not granted.**

Proof of payment must be supplied by a **formal receipt that indicates “Paid.”** This should include the vendor name, the date of the transaction, what the transaction was for, and the amount paid. Handwritten items cannot be accepted.

### Other Items Approved for Reimbursement & Special Exception Requests

**Other expenses that have been pre-approved may be eligible for reimbursement. This includes purchases of:**

- Devices that play music (radios, CD/tape players, iPods, etc.)
- Baby monitors
- Security devices
- Expenses incurred in pursuit of high-quality business practices, such as a one-time cost associated with the start-up of benefits for staff. (Note: Micro-grant funds would only be approved for such use the first year. In subsequent years, the program would need to include the ongoing expense in the operating budget, and micro-grant funds could not be utilized for this purpose.)
- **Materials for making programs breastfeeding friendly (e.g., chairs, small tables, waste baskets, mini-refrigerators, art, breastfeeding resources)**
- Other (as approved by the Technical Consultant and/or the micro-grant staff)



Small appliances that are implemented in the program or classrooms in ways that align with quality improvement criteria may be eligible for reimbursement. Examples include, but are not limited to:

- Small cooking devices for health and wellness criteria, such as blenders for Healthy Bites implementation.
- Cooktops for school-age programs.

Programs should ensure that purchases are age and developmentally appropriate, and consistent with standards of regulatory compliance.

#### Items that will NOT be approved:

1. Most **small appliances or electronic devices** will not be purchased or repaired with grant funds. The following non-exhaustive list of electronic devices will not be approved for purchase:
  - Telephones
  - Vacuums
  - Snow blowers
  - Van alarms
  - Air purifiers/air filters
  - TVs and DVD players
2. **Fences:** purchase or repair.
3. **Appliances:** purchase or repair. This includes, but is not limited to:
  - Refrigerators (exceptions will be made for mini-refrigerators for breastfeeding-friendly programs)
  - Freezers
  - Stoves
  - Microwaves
  - Dishwashers
  - Washing machines
  - Dryers
4. **Used or repaired items.** Exception will be made for refurbished computers, as long as the work is done through a business that specializes in such repairs.

Providers should always get permission from their Technical Consultant and micro-grant staff before making any purchases. Reimbursement is not guaranteed if approval was not granted.

Provider must follow the rules for micro-grant choices as outlined in the micro-grant handbook even if they are making the purchases for reimbursement.

**Proof of payment will need to be supplied before reimbursement will occur.** This can be supplied by a **formal receipt provided by the vendor that indicates “Paid.”** This should include who the receipt is from, the date of the transaction, what the transaction was for, and the amount paid. Handwritten documents will not be accepted.

Invoices, estimates, quotes, or copies of online shopping carts will not be accepted because they do not verify payment, only cost. The Micro-Grant Program reserves the right to request additional documentation to verify proof of payment.

## Plan 2: Reimbursement Purchase Plan Tips

Use this portion of the Purchase Plan to request that a micro-grant be used for **Professional Development** (training, workshops, conferences, credit-based education), **Staff or Substitute Time**, **Additional Technical Assistance**, **Improvements to the Physical Environment**, **Accreditation Fees**, **Registry Certificates**, **Assessments** and **Curriculum**, and **other items approved for reimbursement**.

### General suggestions

- Write clearly so that the Purchase Plan can be understood. Completing it on a computer, if possible, makes a Purchase Plan much easier to read than a handwritten one.
- Make sure the Program Name, Provider Number, and Location Number are on all materials. Many programs share similar names, so it is the unique Provider Number that helps identify the program.
- Be specific. Add as much detail as possible to ensure plans are clearly understood. This will expedite the approval process.
- Double check the Purchase Plan before submitting.

### Expert Tips:

- A program is responsible for researching, registering and paying for any professional development, whether it is training or credit-based education.
- If information is missing from the Purchase Plan, it may delay reimbursement. If all supporting documentation is not submitted at one time with the *Check Request* form, it may delay reimbursement.
- Micro-grant funds can only be applied to coursework costs that are incurred within the YoungStar service year. Funds cannot be applied to outstanding balances or costs of failed courses.
- The program itself will be reimbursed for coursework, regardless of the individual or organization that made the original purchase. The program will be responsible for distributing funds to the appropriate parties.
- Proof of payment and attendance/completion should be submitted with the **name of the program and the provider number and location number** clearly identified. Example: ABC Childcare 1234567890-001
- Note: If this information changes after submission, please keep the micro-grant staff informed of any changes.

## Document Submission Guidelines

Once a program has completed 75% of its on-site technical assistance, and the Quality Improvement Plan and Self-Assessment have been uploaded into CMS, the Technical Consultant will upload the Purchase Plan into CMS.

### Plan 1: Materials Purchase

If the program is requesting materials to be purchased by the micro-grant staff, the Purchase Plan form should include pages two and three, *Materials List*. Micro-grant staff will then complete the order.

If the program is requesting a materials exception because a needed item cannot be obtained through one of the designated vendors, the program should complete the section of the Purchase Plan for exception requests and attach a *Materials List* form. This will serve as the approval request, and no prior contact with the micro-grant staff will be necessary before uploading the form into CMS. Once micro-grant staff have reviewed the Purchase Plan, a note will be placed in CMS indicating whether the request has been approved. If additional information is required, micro-grant staff will contact the Technical Consultant or the program.

### Plan 2: Reimbursement

If the program is requesting any type of reimbursement, the Technical Consultant should upload only page one of the Purchase Plan form. This form will serve as the approval request for all reimbursements. No other contacts need to be made to micro-grant staff before uploading this form. Once micro-grant staff have reviewed the Purchase Plan, a note will be placed in CMS indicating whether the request has been approved. If additional information is required, micro-grant staff will contact the Technical Consultant and/or the program.

Once approval is noted in CMS, the program may proceed with their purchase as outlined in the Purchase Plan.

Once the purchase is complete and all supporting documentation has been collected, the program will complete the *Check Request* form and send it, along with all supporting documentation to:

**Email:** [microgrants@supportingfamilies.together.org](mailto:microgrants@supportingfamilies.together.org)

**Mail:** YoungStar Micro-Grant Program  
Supporting Families Together Association  
700 Rayovac Drive, Suite 6, Madison WI 53711

**FAX:** 608-441-5399

Submissions via email, mail, or fax are accepted. Programs should only make one submission of all required documentation per grant year. If the program wishes, they may submit materials to their Technical Consultant, who will then submit the documents to the Micro-Grant Program.

Once all documentation has been received by micro-grant staff, internal protocol will be followed for accounting, and the reimbursement information will be entered for payout.

Reimbursements will be scheduled to pay out weekly. Programs will receive a reimbursement check from Bill.com along with an email confirmation that payment has been processed.

### Plan 3: Split Plan

When programs intend to split their grant money between materials purchased by the micro-grant staff and items for reimbursement, the split funds section of the Purchase Plan should be completed, with programs listing fund use in order of priority. The technical consultant should enter the Purchase Plan, including *Materials List*, into CMS, and the protocols for materials order and reimbursement will be followed as outlined above.

## Portal Ordering System

Portal orders are recommended if the program wishes to receive items quickly and is only purchasing materials from one vendor on the designated vendor list. Technical Consultants have received detailed portal ordering instructions and will place the order in collaboration with the child care program. Programs should not attempt to place portal orders without the assistance of their Technical Consultant. No Purchase Plan form is necessary when placing a portal order.

## Day Camps

Day camps will be able to use micro-grant funds in two possible ways: spending the full grant on materials with one vendor through the Portal Ordering System, or for Registry certificates by going through the reimbursement process.

If the program chooses to purchase materials through one of the vendors, the order will be placed through a designated vendor portal in collaboration with the Technical Consultant. Programs should not attempt to make these purchases on their own behalf.

If the program chooses to use their micro-grant funds for Registry certificates, the program should apply for the certificates online at <https://www.the-registry.org> and submit proof of payment for reimbursement.

The following micro-grant policies, as outlined in this handbook, also apply to day camps:

- Due Dates
- Timelines
- Expiration of Funds
- Change of Location, Ownership, or Type of Care
- Repayment

## Timelines

Micro-grant staff cannot guarantee an arrival time for any order or reimbursement. Programs should plan accordingly if materials are needed for implementation during technical assistance or in preparation for a rating.

## Expiration of Funds

**Micro-Grant funds must be spent before the program's current YoungStar service year expires.** Any micro-grant funds that are not spent by the end of the service year may be forfeited. Programs cannot save one year's funds and put them toward the next year.

## Change of Location, Ownership, or Type of Care

Programs will only be eligible to receive one micro-grant per participating location per YoungStar service year.

If a program changes location, ownership, or governance, they may keep the grant already received, but will not be eligible for a new grant until the next service year. In these types of changes, there will be no expectation for repayment of the grant amount.

If a program changes the type of care they provide and/or changes rating tracks, one of the following two scenarios will apply:

1. If the change is made after services end and/or the rating process is complete, the program may keep the grant already received, but will not be eligible for a new grant until the next service year.
2. If the change is made before services end and/or the rating process is complete, the program may receive the difference in the grant amounts. For example, a licensed family provider (\$500) who changes to a licensed group track (\$1000) may receive the \$500 difference in micro-grant funds for the service year. They will not receive an additional \$1000 grant. If a licensed group program (\$1000) changes to a licensed family track (\$500), the program would be expected to repay the difference in grant amounts to the Micro-Grant Program (\$500).

## Repayment Policy

By accepting a micro-grant, the program agrees to remain in operation, in regulatory compliance, and participating in YoungStar for a minimum of one full year from the award date of the grant, or the grant will need to be repaid. **The Wisconsin Department of Children and Families and the YoungStar Micro-Grant Program reserve the right to recover any micro-grant expenditures if any of the following occur before a full year from award date of the grant:**

- Program closure
- Surrender, revocation, suspension, or denial of license or certification
- Program integrity violation (suspension from receiving Wisconsin Shares payments)
- Withdrawal from YoungStar participation
- Program receives a 1 Star rating for any period of time

**Exception:** Programs will be extended the 30-day grace period for fingerprint non-compliance. Information on this grace period may be found at: <http://dcf.wisconsin.gov/youngstar/pdf/policies/ys-fingerprint-policy.pdf>

Programs will be notified of changes in rating and ineligibility for micro-grant by their local YoungStar office. The YoungStar office will also notify the Micro-Grant Program when a program becomes ineligible. When the Micro-Grant Program is notified that one of these situations has occurred, the child care program will be contacted by mail to outline the procedure and amount for repayment. The Micro-Grant Program will require the program to repay the full grant amount (or the amount expended). A payment plan may be established if the program cannot repay the grant immediately.

**Failure to choose one of these options within 90 days may result in the program being referred to a collection agency.**

**All purchases are intended for use in the child care program only.** If any materials purchased for the child care program are instead used for personal use, the cost of those items must be repaid to the Micro-Grant Program. Program must keep and use all materials ordered and delivered. The full amount of a micro-grant must be returned if any materials are sold for cash or returned without first contacting the micro-grant staff.

A program **cannot** return materials to the Micro-Grant Program in lieu of repayment.

## Contact Information

To discuss the approval of a micro-grant, how to develop a Self-Assessment or Quality Improvement Plan, or how to complete and submit a Purchase Plan, programs should contact their Technical Consultant or local YoungStar office. **Inquiries regarding the micro-grant process or a program's micro-grant status may be made through the Technical Consultant.** Technical Consultants may reach micro-grant staff at:

**Phone:** 608-443-4310

**Email:** [microgrants@supportingfamieliestogether.org](mailto:microgrants@supportingfamieliestogether.org)

**Mail:** YoungStar Micro-Grant Program  
Supporting Families Together Association  
700 Rayovac Drive, Suite 6, Madison WI 53711

**FAX:** 608-441-5399

For questions about submission of micro-grant documents, or to confirm materials have been received, please contact:		
Micro-Grant Main Line	608-443-4310	<a href="mailto:microgrants@supportingfamieliestogether.org">microgrants@supportingfamieliestogether.org</a>
For general micro-grant questions, questions about order timelines, changes to Purchase Plans, submitting documents for reimbursements, please contact a Specialist:		
Gloria Campos Purchasing Specialist	608-443-2122	<a href="mailto:gloria@supportingfamieliestogether.org">gloria@supportingfamieliestogether.org</a>
Amanda Rose Purchasing Specialist	608-443-2127	<a href="mailto:amanda@supportingfamieliestogether.org">amanda@supportingfamieliestogether.org</a>
For questions about returns, exchanges, or other issues please contact:		
Sarah Berry Financial Specialist	608-443-2121	<a href="mailto:sarah@supportingfamieliestogether.org">sarah@supportingfamieliestogether.org</a>
For questions about the policies and administration of the YoungStar Micro-Grant Program please contact:		
Sherri Underwood Micro-Grant Manager	608-443-2120	<a href="mailto:sherri@supportingfamieliestogether.org">sherri@supportingfamieliestogether.org</a>





YoungStar Micro-Grant Purchase Plan				Purchase Plan Updated 8/1/16	
<b>Complete this form and return to your YoungStar Technical Consultant. Additional pages may be added if necessary. This form is not required for portal use.</b>					
<input type="checkbox"/> <b>Licensed Day Camp \$200.00</b>		<input type="checkbox"/> <b>Certified Family Program \$250.00</b>		<input type="checkbox"/> <b>Licensed Family Program \$500.00</b>	
<input type="checkbox"/> <b>Group or School Age Program \$1000.00</b>					
Program Name					
Provider/Location Number				<b>Preferred Method of Contacting Program:</b>  <input type="checkbox"/> Email _____  <input type="checkbox"/> Phone number _____	
Program Contact Name					
Technical Consultant					
Phone number			Email		
Alternate Shipping Address (if shipping to location other than what is listed in CMS):				<b>Language Support</b> <input type="checkbox"/> Spanish <input type="checkbox"/> Hmong <input type="checkbox"/> Other _____	
<b>CHOOSE <u>ONE</u> OF THE FOLLOWING PLANS:</b>					
<b>PLAN 1: Materials—Micro-grant staff purchases. Materials List required for this section.</b>					
<input type="checkbox"/> I plan to use my micro-grant for <b>child materials</b> or <b>provider/professional resources</b> . I would like the micro-grant staff to order the items for me.  <input type="checkbox"/> Additionally, I am requesting approval to order materials not available through the designated vendors. I understand that I may not receive discounts or shipping offers. Reason for request:					
<b>PLAN 2: Reimbursement—Program purchases and submits for reimbursement.</b>					
<input type="checkbox"/> I would like to use the full amount of my micro-grant funds for <b>reimbursement(s)</b> . Please describe:					
(Check Request form with supporting documents should be submitted to the Micro-Grant Program once purchase is made.)					
<b>PLAN 3: Split Plan—Materials List required for this section.</b>					
<input type="checkbox"/> I would like to split my micro-grant funds between <b>materials and reimbursement(s)</b> in the following way:  (Check Request form with supporting documents should be submitted to the Micro-Grant Program once purchase for reimbursement is made.)			Please assign priority to purchase(s) & reimbursement(s)		
			1 <sup>st</sup> Priority _____		
			2 <sup>nd</sup> Priority _____		
			3 <sup>rd</sup> Priority _____		
Program Contact Signature _____ Date _____					
Technical Consultant Signature _____ Date _____					
*Please retain a copy of this and all other documents for your records.					

## YoungStar Micro-Grant Materials List

**\*Use these pages with Purchase Plan to request materials be purchased by micro-grant staff.**

**MATERIALS**  
Updated: 8/1/2016

<b>Program Name</b>						
<b>Provider/Location Number</b>						
		<b>Instructions:</b>  1. Fill out form completely and sign the bottom. 2. Include color and size choice in description. 3. List items by desired priority. 4. Every attempt will be made to select items in the order requested, though this may not be possible. 5. Items may be dropped from the list to remain under the grant amount. 6. Additional pages can be added if necessary.				
Priority	Vendor	Description (include size, color, etc.)	Product number	Quantity	Price	Total
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

21						
22						
23						
24						
25						
			Shipping			
			TOTAL (including shipping)			

**Additional/Back-up Items:** Programs are encouraged to complete this section to ensure that their funds are maximized and that the order can move forward if an item on their primary list is discontinued or out of stock. Select items only from vendors already used in the form. Items under \$20 are a good suggestion for this section.

[illegible]

I authorize micro-grant staff to order items from the above list on my behalf. I agree to minor substitutions where necessary (e.g., color, brand) at the point of purchase.

Program Contact Signature \_\_\_\_\_ Date \_\_\_\_\_

Technical Consultant Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Please retain a copy of this and all other documents for your records.

YoungStar Micro-Grant Reimbursement Check Request			Check Request Updated: 8/1/2016
Program Name			
Provider/Location Number			<b>Preferred Method of Contacting Program:</b>  <input type="checkbox"/> Email _____ <input type="checkbox"/> Phone number _____
Program Contact Name			
Technical Consultant			
Email			
Business Name and Mailing Address (as it should appear on check):			<b>Language Support</b> <input type="checkbox"/> Spanish <input type="checkbox"/> Hmong <input type="checkbox"/> Other _____
<b>Complete only the section(s) of this form that describe(s) your request.</b>			
<p>Please send all supporting documents in <i>a single submission</i> to:</p> <p>YoungStar Micro-Grants            Supporting Families Together Association            700 Rayovac Drive, Suite 6            Madison, WI 53711            Email: <a href="mailto:microgrants@supportingfamilies.together.org">microgrants@supportingfamilies.together.org</a>            Fax: (608) 441-5399</p>			
<b>Section I: Materials Purchase with Overage</b>		<b>Supporting Documents:</b>	
Reimbursement for the purchase of item(s) which total more than the whole grant amount.  Requested \$ _____ <input type="checkbox"/> Approval received		<b>Proof of Payment:</b>  <input type="checkbox"/> Receipt attached	
<b>Section II: Improvements to the Physical Environment</b>		<b>Supporting Documents:</b>	
Reimbursement for improvements to the physical environment.  Requested \$ _____ <input type="checkbox"/> Approval received		<b>Proof of Payment:</b>  <input type="checkbox"/> Receipt attached	
<b>Notes:</b> <div></div>			

Section III: Professional Development		Supporting Documents:
Reimbursement for professional development. Requested \$_____ <input type="checkbox"/> Approval received Number of staff attending: _____ <b>Notes:</b>	<b>Proof of Payment:</b> <input type="checkbox"/> Receipt attached  <b>Proof of Attendance:</b> <input type="checkbox"/> Proof of attendance for each <b>tiered training</b> attendee (attendance or Registry certificate) <b>OR</b> <b>Proof of Completion:</b> <input type="checkbox"/> Proof of successful completion (for <b>credit-based education</b> —grade report or transcript)	
Section IV: Registry Certificates		Supporting Documents:
Reimbursement for Registry Certificate. Requested \$_____ <input type="checkbox"/> Approval received	<b>Proof of Payment:</b> <input type="checkbox"/> Receipt attached	
Section V: Accreditation Fees		Supporting Documents:
Reimbursement for Accreditation Costs Requested \$_____ <input type="checkbox"/> Approval received	<b>Proof of Payment:</b> <input type="checkbox"/> Receipt attached	
Section VI: Staff/Sub Time		Supporting Documents:
Reimbursement for Staff or Substitute Time. Requested \$_____ <input type="checkbox"/> Approval received <b>Notes:</b>	<b>Proof of Payment:</b> <input type="checkbox"/> Attached Staff or Substitute Time Reimbursement Claim Form  <b>AND</b> <input type="checkbox"/> Pay stub(s) for all participating staff	
Section VII: Other		Supporting Documents:
Reimbursement for Other Approved Purchase. Requested \$_____ <input type="checkbox"/> Approval received	<b>Proof of Payment:</b> <input type="checkbox"/> Receipt attached	
I have been informed that my reimbursement check will come from Bill.com and that I may receive a confirmation email that my check is being processed. Program Contact Signature_____Date_____		
Program Contact Name_____		
*Please keep a copy of this form and all supporting documents for your records.		

### Waiver for Purchase of Electronic Devices

Program Name			
Provider Number		Micro-Grant Specialist	

This program is using Micro-Grant funds provided through the YoungStar program to purchase a computer device (desktop computer, laptop computer, netbook, or tablet).

Check the box next to all the ways this device will be used	Please describe how this device will be used in your program
<input type="checkbox"/> <b>Business Use</b>	
<input type="checkbox"/> <b>Professional Development</b>	
<input type="checkbox"/> <b>Classroom resource</b> If this is going to be used as a classroom resource, the <b>adult</b> must be the primary user of the item. <b>Children are not permitted to be primary users of electronic devices purchased by the YoungStar Micro-Grant Program.</b>	

I will not use this media device for any illegal purpose and I am responsible for ensuring that my staff and/or household members do not use this electronic device for illegal purposes either. If the Department of Children and Families discovers the electronic device purchased all or in part with YoungStar micro-grant funds has been used for any illegal purpose or in a manner that is not described above, the Department reserves the right to recuparate YoungStar micro-grant funds used for the purchase of the electronic device.

Signature		Title	
Print Name		Date	

YoungStar Micro-Grant Program		Staff or Substitute Time Reimbursement Claim Form			
Program Name					
Provider Number				Location Number	
Program Contact Name					
Phone number		Email			
Program Contact Signature				Date	
<ul style="list-style-type: none"> <li>The program will be reimbursed according to the staff member's usual rate of pay, up to \$12.50 per hour. Reimbursement will be made to the program, not the individual staff member.</li> <li>Copies of pay stubs will need to be submitted to demonstrate the program paid staff for the time before reimbursement will occur.</li> <li>This reimbursement will not pay for hours spent travelling.</li> </ul>					
Staff Name	Staff Signature By signing, staff member confirms they worked and were paid for the hours listed	Date	Hours Round to nearest 15 minutes	Description of Hours	Pay Stub Attached
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>





## **YoungStar Micro-Grant Program**

### **Information Regarding Construction or Renovation of the Premises, or Installation or Renovation of Indoor and Outdoor Play Structures**

If a provider wishes to use their micro-grant for either:

- Construction or renovation of the premises,  
OR
- Installation or renovation of indoor and outdoor play structures

A YoungStar Technical Consultant will:

- Remind the program that they must notify their licensor/certifier about this change IN WRITING before they submit the micro-grant request,
- Recommend that the provider has a direct phone or email conversation with their licensing/certification specialist to discuss the new equipment/changes to the environment.

The Technical Consultant will make notes in the case management system describing when they made the recommendation to the provider to contact licensing/certification. The provider will sign the form called "Construction or Renovation of the Premises, or Installation of Indoor and Outdoor Play Structures." The Technical Consultant should then upload the signed copy as an "Other Document" in the case management system.

Once this advice is provided, AND the program has signed the form, the Technical Consultant may submit the request to the Micro-grant program. The TC does not need to follow-up with the program to ensure/verify that the conversation has occurred, as it is the program's responsibility to make contact. Additionally, the Technical Consultant does not need to wait to receive an approval or non-approval from the licensing/certification specialist.



## YoungStar Micro-Grant Program Construction or Renovation of the Premises, or Installation or Renovation of Indoor and Outdoor Play Structures

Program Name				
Provider Number		Location number		

### For licensed programs:

Pursuant to DCF 250.04(3)(c) and DCF 251.04(3)(f), the licensee shall report to the department any construction or remodeling on the premises that has the potential to affect an area accessible to children or a condition of the license. Notification shall be provided in writing before the construction or remodeling begins.

### For certified programs:

Pursuant to DCF 202.8 (1)(c), a certified family child care operator shall report as soon as possible, but no later than the county or tribal agency's next working day, to the agency any changes that affect the certified family child care operator's eligibility for certification under this chapter, including the following: Any construction or remodeling of the premises that might have an effect on health and safety of children in care.

By signing this form, I acknowledge that my Technical Consultant has informed me of my responsibility to notify my regulatory agency of the changes I want to make to the physical environment of my child care program.

Signature of authorized individual			
Print Name		Date	

**Acknowledgement of Grant Forfeiture**

Program Name			
Provider Number		Location Number	

According to the policies of the Micro-Grant program, programs must submit their Purchase Plan for the full amount of their grant to their Technical Consultant on or before the date of their final consulting visit. If the Purchase Plan is not submitted to the program's Technical Consultant for the full amount of the grant on or before the date of the final consulting visit, all or part of the program's micro-grant funds may be forfeited for the remainder of the YoungStar service year. The program will not be eligible for grant funds again until their next YoungStar service year.

Questions regarding this policy may be directed to the program's Technical Consultant, or to the Micro-Grant Program at:

**Phone:** 608-443-4310

**Email:** [microgrants@supportingfamilies.together.org](mailto:microgrants@supportingfamilies.together.org)

***I understand that I am no longer eligible to receive the micro-grant for the current YoungStar service year as I have not completed the Purchase Plan as required.***

Signature		Title	
Print Name		Date	

## Resources

### Consumer Product Safety Commission

The U.S. Consumer Product Safety Commission is charged with protecting the public from unreasonable risks of injury or death from thousands of types of consumer products under the agency's jurisdiction. The CPSC is committed to protecting consumers and families from products that pose a fire, electrical, chemical, or mechanical hazard or can injure children. <http://www.cpsc.gov>

### Kids in Danger

Kids In Danger (KID) is a nonprofit organization dedicated to protecting children by improving children's product safety. Has a helpful e-newsletter, as well as information available in multiple languages. <http://www.kidsindanger.org/>

### YoungStar Early Childhood Inclusion

The Wisconsin Department of Children and Families (DCF) wants all child care programs to feel confident in the quality of care provided to children with special needs and disabilities. DCF also wants parents to know that YoungStar programs are able and willing to care for *all* children!

The YoungStar Inclusion web pages provide helpful tips and resources for child care providers and families.

<http://dcf.wisconsin.gov/youngstar/eci/default.htm>

### Wisconsin Early Childhood Collaborating Partners

The WECCP website serves as the collaborative source of information on issues of cross sector interest, state initiatives and research based practices. The site contains information on trainings, initiatives, tools and resources over a variety of early childhood topics. [www.collaboratingpartners.com](http://www.collaboratingpartners.com)

## FAQs

### Who makes purchases?

Micro-grant staff will make purchases on behalf of the program, if possible.

There are some instances where micro-grant staff cannot make a purchase on behalf of a program. These instances are clearly explained in a matrix, or chart, on pages 37-40 of this handbook. Example: if a program wishes to use their micro-grant towards training, micro-grant staff cannot purchase the trainings on behalf of an individual. The program must purchase the training and be reimbursed.

Any purchase by the program that does not follow the guidelines of this handbook is not guaranteed reimbursement.

### How long will it take to get my materials?

Micro-grant staff cannot guarantee an arrival time for any order. Programs should plan accordingly if materials are needed for implementation during technical assistance or in preparation for a rating. Technical Consultants and programs should not delay the completion of technical assistance or delay moving forward on a rating until micro-grant materials arrive.

The volume of micro-grants submitted statewide in a particular period of time directly affects wait times. Programs may encounter shorter waiting times when YoungStar volume is low, or they may encounter longer waiting times during periods of higher volume.

### What does a program do when materials arrive?

Programs should arrange to have someone available to receive items at the delivery address. The Micro-Grant Program cannot be responsible for loss of items left by delivery companies at the door.

Program staff should check packages upon delivery and sign where available, noting any possible damages that occurred during shipping.

Once materials are received, open them **immediately** to determine if anything has been damaged or if there are any errors on the order. Vendors usually have a short time frame in which items can be returned or exchanged. Review and keep all packing slips for your records. The program should then incorporate the materials as planned during their technical assistance process.

### What should a program do if the order is incorrect or damaged, material is missing, or items just never show up?

If the material is incorrect or damaged, contact the Micro-Grant Program first. Programs should not initiate exchange or return without notifying the Micro-Grant Program. A micro-grant staff person will instruct the program on the next steps to take.

If material is missing, contact micro-grant staff, who will work with the vendor to ensure the correct material is delivered. If items never arrive, contact micro-grant staff directly. Micro-grant staff will contact the vendor for tracking and delivery information. **Note: Programs should arrange to have someone available to receive items at the delivery address. The Micro-Grant Program cannot be responsible for loss of items left by delivery companies at the door, and vendors will not always issue replacements at no-cost.**

### **What if a program wants to return an item?**

The program must contact micro-grant staff to discuss return options. Do not return any item without contacting micro-grant staff. Different vendors have different return policies and micro-grant staff must abide by the return policy set by the vendor. It may be in your best interest to review a vendor's return policy before ordering.

If an item is not as advertised, a vendor may allow return of the item. If an item breaks after a short period of use, the vendor may allow a return. However, if a program has simply changed their mind about an item – the vendor may not allow a return. Even if they do, shipping costs usually are not returned. There may also be additional shipping charges to return the items to the vendor AND new shipping charges on any items ordered to replace the old ones.

All monetary credits will be returned to the Micro-Grant Program, to be re-spent on micro-grant purchases on behalf of the program. The provider will never get cash for returned items.

### **How does participation in the Micro-Grant Program affect a program's business taxes? Does the micro-grant have to be reported to the IRS?**

Micro-Grant staff are not tax professionals and do not have the expertise to advise an individual or business on how to report anything on their taxes. The best advice is to contact your program's tax professional or the IRS.

### **Why do purchases have to go through the Micro-Grant Program? Why doesn't a program just get a check for the amount of their grant?**

Several reasons:

- The micro-grant staff has the ability to work with vendors to negotiate the best possible price on materials, and possibly even negotiate group discounts or free shipping.
- As a tax-exempt organization, SFTA, on behalf of the Micro-Grant Program, can in many cases reduce cost further by being exempt from paying sales taxes.
- The Department of Children and Families (DCF) requests that all purchases to be made through one entity to guarantee proper use of dollars and to ensure funds are being expended to directly support Quality Improvement.
- By housing all micro-grant information in one place, the YoungStar Program is able to identify the purchases tied most to quality improvement, and learn how to better inform providers on best use of their grant dollars.

### **What if individual items end up being more than expected?**

If individual items on a Purchase Plan end up being *significantly* more than expected (like an item expected to be \$79 is now \$130), micro-grant staff will contact the program representative to confirm the purchase before it is made. The Purchase Plan may have to be adjusted in this circumstance. Small fluctuations in prices (like an item expected to be \$7.95 is now \$8.75) may be managed without contacting the program.

### **What if total purchases exceed the micro-grant amount?**

If the overall Purchase Plan exceeds the micro-grant amount itself – micro-grant staff will make purchases in the order that they are prioritized on the Purchase Plan. Items at the end of a Purchase Plan may need to be dropped.

Micro-grant staff cannot purchase all the items requested and bill the program for the overage. Micro-grant staff will only make purchases up to, but not exceeding, the full grant amount. If programs wish to make these remaining or additional purchases on their own, it is recommended that the program contact the vendors, as they will sometimes extend discounts provided to the Micro-Grant Program.

**What if total purchases end up being less than expected?**

**If micro-grant staff completes an order, and there is less than \$20 remaining**, micro-grant staff will make purchases to complete the order. This may include adding duplicates of materials already ordered, or items that may complement or supplement the materials already ordered. Specialists may also send materials that have been identified as excellent resources to support YoungStar work. Our staff will make decisions based on the Purchase Plan itself, a program's Quality Improvement Plan, and our experience and knowledge of materials.



This means that sometimes programs will get small bonus items that were not on the original Purchase Plan. This strategy is being used because micro-grant staff can order the additional items immediately and complete the grant, rather than place a second order at a later time. Programs may ensure that grant funds are maximized by adding additional "back-up" items at the end of the *Materials List*.

**If micro-grant staff completes an order, and there is more than \$20 of the grant remaining**, the program will be contacted so they can plan how to use the remaining dollars. The program may receive a phone call or be mailed a *Completing Purchase Plan* form from Micro-Grant staff. Instructions will be included.



## YoungStar Micro-Grant Purchasing Matrix

### Child Materials

Type of Purchase	Description and purchasing track	Notes
	<ul style="list-style-type: none"> <li>Any materials that will primarily be used by children or to store child materials. Examples: dolls, blocks, puzzles, books, small manipulatives, outdoor play materials, sensory materials, storage or shelving for children's materials, child furniture, etcetera.</li> <li>Micro-grant staff will make these purchases on behalf of the program.</li> <li>If program does not have internet access, they can call the number provided to request a catalog.</li> <li>These vendors offer resources on their website designed to support a program's work around the Environment Rating Scales (ECERS), Family Child Care Rating Scale (FCCRS-R), and Infant Toddler Rating Scales (ITERS)</li> <li>10% of grant funds may be used for consumables, such as crayons, paper, etc.</li> </ul>	<p><b>Programs should use the following designated vendors to purchase child materials.</b></p>
		<p><b>Discount School Supply</b>  <a href="http://discountschoolsupply.com">discountschoolsupply.com</a> (800) 627-2829            20% discount and free shipping on orders over \$99 (after discount) on in-stock items only. Items with a truck symbol  will be charged a 15% shipping fee.</p>
		<p><b>Environments</b>  <a href="http://environments.com">environments.com</a> (800) 342-4453            15% current catalog items, with free shipping over \$300. Orders under \$300 will be charged \$5.00 or 15% (whichever is greater) for shipping.</p>
		<p><b>Lakeshore Learning</b>  <a href="http://lakeshorelearning.com">lakeshorelearning.com</a> (800) 421-5354            5% discount and free shipping, no minimum.</p>
	<p><b>Special Circumstances / Exceptions</b>            Other exceptions for items not available through the designated vendors may be considered or allowed. Please complete the section for <i>request for materials exception</i> on the Purchase Plan form.</p>	<p><b>Kaplan</b>  <a href="http://kaplanco.com">kaplanco.com</a> (800) 334-2014            15% discount and free shipping on orders \$100 or more. Items with a truck symbol  indicate it must be delivered by truck and will incur a shipping charge.</p>
		<p><b>School Specialty            (includes Childcraft, Sax, Sportime, and Abilitations)</b>  <a href="http://schoolspecialty.com">schoolspecialty.com</a> (888) 388-3224            Discount varies by catalog. View supplemental discount list or website through portal access for correct pricing.</p>
		<p><b>5 exceptions for requesting items off the designated vendors list:</b></p> <ol style="list-style-type: none"> <li><b>Large Ticket Item exception:</b> <u>Single items with a list price of \$200 or more</u></li> <li><b>Montessori or Waldorf Curriculum Materials</b></li> <li><b>Children's material in languages other than English</b></li> <li><b>Materials for supporting special needs</b></li> <li><b>Child materials for implementing outdoor gardens and natural spaces</b></li> </ol>

### Provider/Professional Resources

Type of Purchase	Description and purchasing track	Notes
<b>Teacher and Staff Materials</b>	<ul style="list-style-type: none"> <li>Examples: books on teaching strategies, activity books, furniture or storage for teacher and staff use. Also includes materials to support special needs.</li> <li>The Micro-Grant Program may make these purchases on behalf of the program. Program may also be able to purchase items from vendors and go through reimbursement.</li> </ul>	<ul style="list-style-type: none"> <li>Possible vendors: Discount School Supply, Lakeshore, School Specialty, and Kaplan offer a wide variety of teacher and staff resources at the discounts listed above.</li> <li>Redleaf Press offers the Micro-Grant Program a 15% discount.</li> <li>Other vendors will be considered.</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>These materials may either be purchased by micro-grant staff or by program and submitted for reimbursement.</li> </ul>	<ul style="list-style-type: none"> <li>If a program chooses to use their micro-grant to purchase computers or laptops, programs will need to sign a waiver to indicate that the purchase will only be used for legal business purposes.</li> </ul>
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>High-quality curriculum used to promote intentional teaching.</li> <li>These materials may either be purchased by micro-grant staff or by program and submitted for reimbursement (see policies for additional details).</li> </ul>	<p>Examples: <i>Creative Curriculum</i>, <i>High Scope</i>, etc.</p> <p>Visit this website for guidelines when choosing a high-quality curriculum for children.  <a href="http://www.collaboratingpartners.com/documents/GuidelinesforselectingHighQualityCurriculumforYoungChildren.pdf">http://www.collaboratingpartners.com/documents/GuidelinesforselectingHighQualityCurriculumforYoungChildren.pdf</a></p>
<b>Screening Materials</b>	<ul style="list-style-type: none"> <li>Tools for child screening</li> </ul>	<p>Example: <i>Ages and Stages Questionnaire</i></p>
<b>Assessments</b>	<ul style="list-style-type: none"> <li>Child or program assessment materials.</li> <li>These materials may either be purchased by micro-grant staff or by program and submitted for reimbursement (see policies for additional details).</li> </ul>	<p>Examples of child assessments: <i>Creative Curriculum</i>, <i>High Scope</i>, <i>Portage Guide 3</i>. Other assessment resources available at:  <a href="http://www.collaboratingpartners.com/curriculum-assessment-resources.php">http://www.collaboratingpartners.com/curriculum-assessment-resources.php</a></p> <p>Examples of program assessments: <i>Environment Rating Scales</i> (ECERS, FCCRS-R, ITERS, SACERS), <i>Program Administration Scale</i> (for Group Programs) <i>Business Administration Scale</i> (for Family Child Care Programs)</p>
<b>Membership in Professional Organizations</b>	<ul style="list-style-type: none"> <li>Program must purchase this and go through the reimbursement process.</li> </ul>	<p>Examples of professional organizations offering memberships: NAEYC, NAFCC</p>
<b>Additional Technical Assistance</b>	<ul style="list-style-type: none"> <li>Program will need to purchase this service and go through the reimbursement process.</li> </ul>	<p>The program must submit plan for additional technical assistance in a purchase plan.</p>

<b>Professional Development</b>		
<b>Type of Purchase</b>	<b>Description and purchasing track</b>	<b>Notes</b>
<b>Training – Workshops &amp; Conferences</b>	The Micro-Grant Program will reimburse program for completed training.	<ul style="list-style-type: none"> <li>• Training must be approved by The Registry and must be Tiered. See policies for exceptions.</li> <li>• Program will be reimbursed after the training is completed.</li> <li>• To be reimbursed, a program must supply proof of payment and proof of attendance.</li> </ul>
<b>Credit Based Education</b>	The Micro-Grant Program will reimburse program for tuition and/or books for successfully completed courses.	<ul style="list-style-type: none"> <li>• Program must pay for tuition and/or books and go through reimbursement.</li> <li>• Courses must be taken at a Wisconsin based institution of higher education.</li> <li>• Courses must be completed successfully with a grade of C- or higher.</li> <li>• For scholarship contributions: Program will work with a micro-grant specialist once their grant is ready to be processed to arrange how the grant will be applied.</li> </ul>
<b>Registry Certificates</b>	The program will purchase Registry certificates and go through the reimbursement process.	<ul style="list-style-type: none"> <li>• Application should be made online.</li> <li>• Program should submit receipts from the Registry to receive reimbursement.</li> </ul>
<b>Accreditation fees</b>	The Micro-Grant Program will reimburse program for fees expended to pursue accreditation by YoungStar-recognized accrediting bodies. Micro-grant staff cannot purchase these materials on behalf of the program.	A current list of YoungStar-recognized accreditations, as well as the full YoungStar Accreditation Policy, may be found at: <a href="http://dcf.wisconsin.gov/youngstar/pdf/policies/accreditation_policy.pdf">http://dcf.wisconsin.gov/youngstar/pdf/policies/accreditation_policy.pdf</a>
<b>Staff time and/or substitute time</b>	The Micro-Grant Program will reimburse program for staff or substitute time, if the time is being used as part of a quality improvement goal. Reimbursement will be made to the program, not the individual staff member.	<ul style="list-style-type: none"> <li>• The program will be reimbursed according to the staff member's usual rate of pay, up to \$12.50 per hour.</li> <li>• Copies of pay stubs will need to be submitted to show staff were paid for the time before reimbursement will occur.</li> </ul>
<b>Other Reimbursements</b>		
<b>Type of Purchase</b>	<b>Description and purchasing track</b>	<b>Notes</b>
<b>Improvements to the Physical Environment</b>	<p>Micro-grant staff will reimburse costs for improvements to the physical environment-- new changes, not regular maintenance. The Micro-Grant Program will reimburse program in the following scenarios:</p> <ul style="list-style-type: none"> <li>• Materials and labor for the cost of licensed professionals to improve the physical environment of the program (contractors, builders, plumbers, electricians, et cetera).</li> <li>• Materials only if no licensed professional company is hired to improve the physical environment of the program.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Program assumes all responsibility for proper installation or construction. Program must ensure any work meets Child Care Regulatory Standards, and meets building and zoning regulations.</b></li> <li>• Approval must be obtained from micro-grant staff before purchase is made.</li> <li>• Program will only be reimbursed up to the amount of their grant – less other purchases made. Any additional costs will be the responsibility of the program.</li> <li>• Program must submit proof of payment before reimbursement will be made.</li> </ul>

### **In the case of reimbursements:**

Reimbursements made by the Micro-Grant Program are made only to the program participating in YoungStar, regardless of the individual or the organization that made the initial purchases. By cashing a reimbursement check, the program agrees to take full responsibility for distributing the funds to the appropriate parties. For example, if a program requires staff to pay for their trainings to be covered by the program's micro-grant, reimbursement will be made to the program, which will then have the responsibility of distributing it to each staff member. It is best for all involved if the program itself makes the initial payment(s), so this distribution to individual staff does not need to occur.

**Proof of payment will need to be supplied.** This can be supplied by one of the following:

- **A receipt that indicates "Paid."** This should include who the receipt is from, the date of the transaction, and the amount paid.
- **A copy of the front AND back of a processed check.** This will show who the check was written to, and that the check was cashed. (Available for professional development and additional technical assistance only.)

Invoices, estimates, quotes, or copies of online shopping carts will not be accepted because they do not verify payment, only cost.

**Proof of Completion or Attendance will need to be supplied** for training, continuing education, or credit based education. This can be supplied by one of the following:

- Certificates of attendance supplied by the trainer.
- The Registry Event ID number, which will allow micro-grant staff to look at the attendance roster that the trainer entered into The Registry.
- For credit-based education, a grade report indicating a C- or higher.

**If a program is requesting reimbursement for staff/sub time** the program and individual should keep and sign off on a timesheet for the hours requested. Micro-grant staff have created a timesheet to use for this purpose, which can be requested at any time. Pay stubs will need to be provided to demonstrate payment to the individual before the hours will be reimbursed.